

I. Public Information.

A. Please answer the following questions relating to your agency's system for developing, preparing and releasing information to the public.

1. Explain how public information operations fit into the agency's organizational structure and answer the following:

a. Do public information personnel participate in discussions leading to the agency's major policy decisions?

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b. Do public information personnel, themselves, provide material requested by the press and the public or do they direct inquiries to knowledgeable operating personnel when possible?

2. Estimate the total man-hours spent by your agency's public information personnel during fiscal 1963 on:

a. Replying to inquiries from the press or public (also estimate number of such items for the same period).

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b. Preparing materials originated by your agency for public dissemination.

3. Enumerate, by job title and grade, all agency employees in positions officially designated as part of your agency's public information operations. Also, state the total salary costs for such personnel for fiscal 1963.

4. List any private organizations or individuals hired by your agency for public information services during fiscal 1963 and state the amount paid in each instance.

5. List or provide a catalogue of all publications, excluding press releases, originated by your agency for distribution to the public during fiscal 1963 and state:

a. The total number of such publications distributed during fiscal 1963; and

None

b. Which publications, if any, are allotted to Members of Congress for their distribution to the public.

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6. Estimate the total of all other identifiable operating costs attributable to public information operations during fiscal 1963 (i.e., cost of equipment and materials used in disseminating information, travel expenses of public information personnel, press tours, etc.).

7. If your agency requires personnel not directly involved in public information operations to report contacts made with them by the press, please explain briefly the procedures followed.

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8. Please provide two copies of all intra-agency regulations, administrative orders, directives, rules, instructions, legal opinions, etc., which pertain directly to the matters covered in the above questions. Also, please cite statutes, court decisions, and executive orders which pertain directly to the above matters.

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II. Congressional Information

A. Please answer the following questions relating to your agency's system for researching, developing and supplying information to the Congress.

1. Explain how the Congressional information function fits into the agency's organizational structure and answer the following:

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a. Do Congressional information personnel participate in discussions leading to the agency's major policy decisions?

b. Do Congressional information personnel, themselves, provide material requested or answers to questions asked by Members of Congress and their offices and Committee staffs or do they direct inquirers to knowledgeable operating personnel when possible?

2. Estimate the total man-hours spent by personnel of your agency directly involved in the Congressional information function during fiscal 1963 on:

a. Replying to Congressional information requests from individual Members of Congress. (Also provide number of such items for same period.)

b. Replying to Congressional committee inquiries, including requests for agency's views on pending legislation. (Also provide number of such items for same period.)

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c. Preparing materials originated by the agency for presentation to the Congress.

3. Enumerate all agency employees, by job title and grade, in positions directly involved in preparing and providing information to the Congress. Also, list the total salary costs for such personnel for fiscal 1963.

4. Estimate the total of all other identifiable operating costs attributable to the Congressional information function during fiscal 1963.

5. If your agency requires personnel not directly involved in the Congressional information function to report contacts made with them by members of Congress or Congressional staffs, please explain briefly the procedures followed.

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6. Please provide two copies of all intra-agency regulations, administrative orders, directives, rules, instructions, legal opinions, etc., which pertain directly to the matters covered in the above questions. Also, please cite statutes, court decisions, and executive orders which pertain directly to the above matters.

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III. ~~Classification of Security Information~~
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A. How many individuals in your agency are authorized to classify information "Top Secret" under Executive Order 10501?

B. How many are authorized to classify "Secret"?

C. How many are authorized to classify "Confidential"?

D. Please estimate cost of administering security provisions under Executive Order 10501 during fiscal 1963. (Reflect in the estimate the cost of personnel to classify, declassify and disseminate security information and the cost of security protection including the transmission, storage and disposition of such information.)

E. What terms, in addition to those provided in Executive Order 10501, does your agency use to designate information not available to the public? Please provide two copies of each intra-agency regulation, administrative order, instruction or other internal document pertinent to such designation.

F. Please cite the specific statutes, court decisions and executive orders claimed as authority for restricting public access to any non-security information under control of your agency.

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IV. Multi-Headed Agencies, Commissions, Boards, etc.

If your agency is a multi-headed organization, or if your agency has multi-headed units under its jurisdiction, please answer the following questions. (If there is more than one such subordinate activity, provide separate responses for each.)

A. How soon after official actions (i.e., rulings, recommendations, etc.) are majority and minority (or concurring and dissenting) opinions or views made public?

B. Does the agency require the circulation of dissenting or minority views among the various heads of the agency before release to the public?

C. After an official agency action, are the individual votes of the various agency heads made public?

D. Please cite the specific statutes, court decisions and executive orders pertinent to the above information policies and provide two copies of each intra-agency regulation, administrative order, instruction or other document pertinent to such policies.